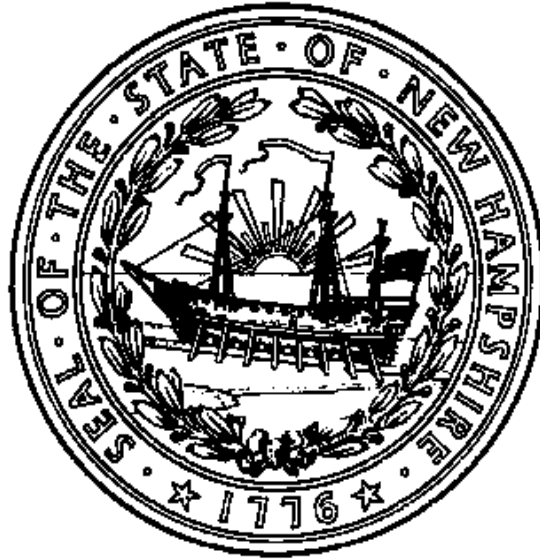


# STATE OF NEW HAMPSHIRE



## DEPARTMENT OF JUSTICE

**KELLY A. AYOTTE**  
**ATTORNEY GENERAL**

### **AMERICAN RECOVERY AND REINVESTMENT ACT VICTIMS OF CRIME ACT (VOCA) ASSISTANCE GRANT PROGRAM**



### **RECOVERY SUBGRANT APPLICATION KIT**

**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF JUSTICE  
GRANTS MANAGEMENT UNIT**

**MISSION STATEMENT**

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- \* the professional administration of grant resources;
- \* the adherence to all underlying federal and state requirements;
- \* the coordination of federal criminal justice resources available to the state; and
- \* efficient service and assistance.

**Please submit one original of the complete application package by the date requested.**

**CONTACT INFORMATION**

**If you have any questions regarding this VOCA application kit or the VOCA application process, please contact Jane Brezosky at the NH Department of Justice at 271-1224 or [jane.brezosky@doj.nh.gov](mailto:jane.brezosky@doj.nh.gov) Website: [www.nh.gov/nhdoj/](http://www.nh.gov/nhdoj/)**

## **VOCA ASSISTANCE GRANT PROGRAM**

### **SUBGRANT APPLICATION KIT**

The Directives of the Recovery Act VOCA Victim Assistance Grant Program are to provide direct services to crime victims in support of the Recovery Act objectives of preserving and creating jobs and promoting economic recovery.

As an introduction to your project narrative, please indicate how the Recovery Act funding will allow your organization to create or maintain jobs, and/or to continue services without interruption or restore a discontinued service. Explain how and why these jobs and services would not be possible if not for Recovery Act funding.

For VOCA Continuation subgrantees, this application should otherwise reflect the same information that will be included in your formula VOCA 09 application form.

#### **A. COVER PAGE**

Please complete the cover page, provided as **Appendix A**, with the appropriate information.

The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency.

The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within ninety (90) days of the Grant Starting Date.

#### **B. APPLICATION NARRATIVE**

**As an introduction to your project narrative, please indicate how the Recovery Act funding will allow your organization to create or maintain jobs, and/or to continue services without interruption or restore a discontinued service. Explain how and why these jobs and services would not be possible if not for Recovery Act funding.**

The Application Narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 5 pages or less. In evaluating each request, the application narrative will be weighted at 70 points and the budget section the remaining 30.

##### **1. Problem Statement (30 Points)**

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application

Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem, to include any other grant or non-grant funded projects undertaken within the target area aimed at addressing the stated need. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described. The problem statement should also contain a clear description of any other resources the applicant is aware of in the target area that may be or will be leveraged in support of their proposed project.

## 2. Project/Program Design and Implementation (35 Points)

This section should provide a detailed description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy, which are also included in this section.

Goals and Objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its' accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or outcomes of the program. They should address the problem identified in the problem statement. The goals should be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

Within the Application Narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, results oriented, and reasonably attainable within the grant period.

The project/program design and implementation section should clearly describe the structure and operation of the proposed program. The roles and responsibilities of key players should be clearly outlined, with supporting job descriptions attached as necessary. Regionalized and collaborative approaches are strongly encouraged where applicable and, where those methods are employed, applicants should include Memorandum of Understanding (MOU) documents or letters of support.

Successful programs are generally those based on previously researched and evaluated programs, and so, where available, applicants should attempt to model their programs on available model ‘blue print’ or ‘best practice’ programs and to provide suitable supporting documentation of the efficacy of those model programs where available.

### 3. Sustainability and Evaluation Plan (5 Points)

As federal funding is generally considered ‘seed money’, successful applicants should include a description of how they intend on continuing efforts initiated through this request at the conclusion of the grant period. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant related data can be gathered and reported to the New Hampshire Department of Justice.

## C. BUDGET

A Budget Detail Form is attached as Appendix B and a Budget Narrative Form is attached as Appendix C. Federal Funds for VOCA programs must be used to supplement, not supplant, existing subgrantee programs and services – they cannot be used to replace existing sources of funding (unless the existing funding sources will not be available in the future). VOCA funds and their required matching funds may only be used to support allowable VOCA activities. VOCA grants require a matching CASH and/or IN-KIND contribution of 20% of the Total Budget (Total Budget equals the Federal amount requested plus the match amount). The minimum match may also be calculated by taking 25% of the requested Federal funds. Matching funds must be from non-federal sources. All funds designated as match are restricted to the same uses as the Federal grant funds and must be expended within the grant period. There is no requirement to match on an item-by-item basis and all match may come from one item such as volunteer labor. Match expenses must be identified in a manner that guarantees its accountability during an audit.. The budget section of each application is rated at 30 points for purposes of grant application review.

### BUDGET DETAIL (20 Points): Appendix B

1. Personnel: List all job titles for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on grant allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), and the amount of federal funds requested for the position for this program. Recipients of VOCA grant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this grant program. Records must specify the dates of service, types of services performed, applicability to a specific grant or activity type and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits. **Please indicate if this is a new or existing position.**

2. Fringe Benefits: Itemize fringe benefits (medical coverage, FICA, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and matching contributions. Individual fringe benefit types and their percent of the total must be clearly spelled out.
3. Travel: List projected in-state and out-of-state mileage, rate of reimbursement (no greater than the current state approved rate), total mileage cost, and amounts to be contributed by the federal dollars and other sources. For conference or training related travel, itemize the individual travel costs expenses, such as hotel, mileage, airfare, ground transportation, meals and incidentals. Meals and incidental rates may be obtained from the GSA website. ([www.gsa.gov](http://www.gsa.gov)). Approved mileage rates may be obtained from the Grants Management Unit at the New Hampshire Department of Justice using the contact information supplied with this application.
4. Equipment Purchases: List any equipment to be purchased. Itemize each piece of equipment with an individual cost, then calculate and display the total equipment cost. Per federal guidelines, equipment is defined as non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. For purposes of subgrant maintenance, the NH Department of Justice will, if an award is made, include both equipment and supplies on the same reimbursement expenditure line, however for application purposes, those two categories must be reported separately.
5. Supplies: List items by type. Generally supplies include any materials that are expendable or consumed during the course of the project and that have an acquisition cost of less than \$5,000.
6. Construction: Construction is not an allowable activity under NH Department of Justice sub awards, unless specifically allowed by the federal program office. Any applicant considering the inclusion of construction costs MUST contact the NH Department of Justice grant program manager for this program prior to submitting a request.
7. Consultant/Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate and the total cost.
8. Other Costs: This may include items such as postage, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
9. Indirect Costs: Applicant agencies requesting indirect costs must have an approved federal indirect cost rate, a copy of which must be submitted with this application.

Budget Detail Totals:

Each sub section of the federal application must be individually totaled for both federal and matching, if required, funds. Those totals are then listed on the budget detail summary sheet to provide an overall project total.

#### BUDGET NARRATIVE (10 Points)

The grant budget narrative form is attached as **Appendix C**. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For all budget categories, please explain whether it is a new expense or an increase to an existing expense. For example, for the Personnel category, list the personnel, their program job functions, whether it is a new or expanded position, etc. Also for personnel positions, a description of individual fringe benefits costs and an explanation of why they are being charged. For overtime costs, a justification of how the agency arrived at their proposed overtime cost rate and a statement that this cost is applied uniformly across their agency and was not derived as a result of this grant application.

#### **D. VOCA PROGRAM GUIDELINES AND CONDITIONS**

VOCA Program Guidelines and Conditions are attached as **Appendix D**. If VOCA grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions listed in this form will be required during the administration of the grant. Signatures provided on these forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency. These guidelines are revised each year to ensure compliance with any changing Federal requirements, please read them carefully and completely.

#### **E. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION**

A Debarment Certification form is attached as **Appendix E**. A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, “prospective lower tier participant” shall refer to the subgrantee.

#### Instructions for Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification as set out.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



## **F. AUDIT**

We do not require that an agency has a financial audit. However, if your agency does have an audit done, you must provide a copy of the agency's most recent financial audit (including any management letters) as **Appendix F** of this application package.

## **G NON-PROFIT AGENCY APPLICANTS ONLY**

All non profit agencies must complete **Appendix G** and submit their most recently filed IRS Form 990 with their grant application package.

## **H ADDITIONAL REQUIRED INFORMATION**

Parts 1-5 of **Appendix H** are for information required by the Federal VOCA office for all VOCA subgrants. You must use the provided form for this section but it does not need to be typed.

## **I AGENCY BOARD OF DIRECTORS**

Please provide the names, addresses, titles and salaries of trustees, officers, directors and/or other managing officers of your agency at **Appendix I**. Use additional pages if necessary

## **J APPLICATION CHECKLIST**

Please complete and return the application checklist, attached as **Appendix J**, with the application package to ensure that all necessary items have been submitted.

## **K SUBGRANT ADMINISTRATION/REPORTING REQUIREMENTS**

## **L ADDITIONAL FEDERAL REQUIREMENTS**

Specific to funding under the American Recovery and Reinvestment Act of 2009 any recipient of federal funds, whether as a direct award or a sub-award, must register with the Central Contractor Registry (CCR) and must also obtain a DUNS number.

- Obtaining a DUNS number is a free, simple one-time activity. Obtain a number by calling 1-866-705-5711 or by applying on line at <http://fedgov.dnb.com/webform> or <http://www.dnb.com/us>.
- To register with the CCR, go to this website <http://www.ccr.gov/> and follow the on screen instructions for starting a new registration. Registration with the CCR may take several weeks to complete, so applicants should begin the process as soon as possible.
- Applicants need not have either the DUNS number or CCR registration process completed prior to applying for funding, but must have both completed prior to being issued an award.

## **M      ADDITIONAL REPORTING REQUIREMENTS**

Section 1512 of the Recovery Act requires each state department to report the following information to the federal agency providing the award 10 days after the end of each reporting calendar quarter.

- The total amount of recovery funds received from that agency
- The amount of recovery funds received that were obligated and expended to projects or activities and the unobligated allotment balance for each program/grant.
- Detailed list of all projects for which recovery funds were obligated and expended, including –
  - Name of the project or activity
  - Description of the project or activity
  - An evaluation of the completion status of the project or activity
  - An estimate of the number of jobs created and the number of jobs retained by the project or activity

In order to comply with the federal 10-day limit, the NH Department of Justice must require that subgrant reports be submitted within **5 days** of the end of each calendar quarter.

# APPENDIX A

STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

**VOCA APPLICATION**  
**COVER PAGE**

- a) Program Title \_\_\_\_\_
- b) Grant Starting Date \_\_\_\_\_ c) Ending Date \_\_\_\_\_
- d) Program Implementation Date \_\_\_\_\_ e) Federal Funds Requested \$ \_\_\_\_\_
- f) Agency Name \_\_\_\_\_
- g) Chief Elected Official/Head of Agency  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- h) Program Director  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
- i) Financial Officer  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

# APPENDIX B

# New Hampshire Department of Justice

## Budget Detail Worksheet

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**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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Indicate if new or existing position.

SUB-TOTAL \_\_\_\_\_

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**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation. Individual fringe benefits must be listed by amount and percentage.

<u>Name/Position</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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**SUB-TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

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**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<b>Purpose of Travel</b>	<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
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**TOTAL** \_\_\_\_\_

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**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<b>Item</b>	<b>Computation</b>	<b>Federal</b>	<b>Match</b>
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**TOTAL** \_\_\_\_\_

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**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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TOTAL \_\_\_\_\_

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**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Federal</u>	<u>Match</u>
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Program category Not Approved By NH Department of Justice

TOTAL \_\_\_\_\_

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**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
---------------------------	-------------------------	--------------------	----------------	--------------

Subtotal \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
-------------	-----------------	--------------------	----------------	--------------

Subtotal \_\_\_\_\_



**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Federal</u>	<u>Match</u>
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*Subtotal*\_\_\_\_\_

**TOTAL**\_\_\_\_\_

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**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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**TOTAL**\_\_\_\_\_

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**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Federal</u>	<u>Match</u>
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**Requires applicant have an approved federal indirect cost rate.**

**TOTAL**\_\_\_\_\_

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**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal (match) funds that will support the project.

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<b>Budget Category</b>	<b>Amount</b>	<b>Federal</b>	<b>Match</b>
<b>A. Personnel</b>		_____	_____
<b>B. Fringe Benefits</b>		_____	_____
<b>C. Travel</b>		_____	_____
<b>D. Equipment</b>	_____	_____	
<b>E. Supplies</b>		_____	_____
<b>F. Construction</b>	_____	_____	
<b>G. Consultants/Contracts</b>		_____	_____
<b>H. Other</b>		_____	_____
<b>Total Direct Costs</b>		_____	_____
<b>I. Indirect Costs</b>	_____	_____	
<b>TOTAL PROJECT COSTS</b>		_____	

**Federal Request** \_\_\_\_\_

**Non-Federal Match Amount** \_\_\_\_\_

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# APPENDIX C

# New Hampshire Department of Justice

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## BUDGET NARRATIVE:

# APPENDIX D

## **VOCA PROGRAM GUIDELINES AND CONDITIONS**

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized as the “Agency Head or Authorized Representative” to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by VOCA Crime Victim Assistance grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the applicable provisions of the Victims of Crime Act (VOCA) of 1984, Pub.L. 98-473, as amended, and the VOCA Crime Victim Assistance Program Guidelines (please refer to Section IV. Subsection B. “Subrecipient Organization Eligibility Requirements”).
2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the effective edition of the Office of Justice Programs “Financial Guide”. A copy of these guidelines is available at <http://www.ojp.usdoj.gov/financialguide/>.
3. The subgrantee agrees that if a financial audit of the agency is performed, whether it be an OMB Circular A-133 audit or not, the subgrantee agrees to provide a copy of the audit and any associated management letters to the New Hampshire Department of Justice, Grants Management Unit.
4. The subgrantee agrees to implement this project within ninety (90) days of the Program Implementation Date (stated on the Cover Page of the application) or be subject to automatic cancellation of the grant.
5. The subgrantee assures that federal funds received for this grant program will not be used to supplant existing funds otherwise available for this victim assistance program.
6. The subgrantee assures that any matching contributions to this grant program will not be federal dollars directly and/or indirectly received from other federal grant programs.
7. The subgrantee agrees that all VOCA and matching funds will be expended on activities approved by the New Hampshire Department of Justice. The subgrantee further agrees to obtain prior written approval from the New Hampshire Department of Justice before making any changes in project activities, designs or budget plans approved in the subgrantee’s application. Overhead expenses such as rent, utilities and equipment will only be supported by VOCA funds up to their pro rata percentage of use for VOCA allowable activities.
8. Equipment purchased with VOCA funds shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, percentage of federal VOCA funds, and location.
9. The subgrantee agrees that the title to any equipment purchased with VOCA funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the VOCA program purposes for which it was acquired.

10. The subgrantee agrees to provide information on the program supported with VOCA Crime Victim Assistance grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit (see sample annual reports in Attachment B). The subgrantee also agrees to file quarterly Expenditures Reports (see Attachment A) for each calendar quarter within 15 days of the end of the quarter.

11. The subgrantee assures that information will be collected and maintained, where such information is voluntarily furnished by claimants on crime victim applications, by race, national origin, sex, age, and disability. This information will be submitted to the New Hampshire Department of Justice, Grants Management Unit.

12. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to the VOCA Crime Victim Assistance Grant Program. The subgrantee also agrees to retain grant-related documentation for three years after the close of the grant award period.

13. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

14. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit for forwarding to the Office of Civil Rights for the Office of Justice Programs.

15. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

16. The subgrantee agrees to maintain adequate time and attendance records for any and all personnel positions where 100% of a VOCA funded employee's activities are not 100% VOCA allowable, and for all volunteers where the volunteer hours are used as In-Kind match. The subgrantee agrees that these time and attendance records must be used as a basis for billing personnel related Federal and Match expenses to the subgrant.

17. The subgrantee assures that no federal VOCA funds or match funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal



appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

18. The subgrantee understands that grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

19. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

20. The subgrantee agrees to maintain the confidentiality of client - counselor information, as required by state and federal law.

21. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. (Federal Grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs and administered through the New Hampshire Department of Justice."

22. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by (Federal Grant # here) awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

23. Any renovations to a building over 50 years old must be approved by the State Historical Preservation Officer and by the federal VOCA Office before any work commences. These approvals must be coordinated by the NH Department of Justice, Grants Management Unit.

24. The subgrantee must utilize volunteers to assist in providing VOCA allowable victim services unless a volunteer waiver is obtained from the NH Department of Justice.

25. The subgrantee agrees that all services will be provided at no charge to victims unless a program income waiver is obtained from the NH Department of Justice. If permission to generate program income is granted, the subgrantee agrees that there must be a sliding scale that starts at zero, and that all program income will be totally expended on grant allowable activities by the end of the funding cycle.

26. The subgrantee agrees to assist victims in applying for Victims Compensation benefits. Such assistance includes: identifying eligible victims; making reasonable efforts to notify eligible victims of the availability of compensation; making reasonable efforts to explain the program to victims; offering to assist victims with the application process when it is reasonable to do so (including offering to assist them with the forms and procedures, obtaining documentation and/or checking on claim status); and, making reasonable efforts in any follow-up contacts with the victim to reinforce and/or facilitate the aforementioned services. The subgrantee agrees to ensure that their staff and

volunteers that provide direct services to victims will be adequately trained and up to date on the policies and procedures of the Victims Compensation program and their responsibilities as to its implementation within the agency. The subgrantee agrees to include in their annual Performance Report a count of any victims that were provided any Victims Compensation assistance, even if that assistance was limited to simply providing a brochure and/or brief explanation, under the “Assistance in Filing Compensation Claims” item.

27. The subgrantee understands that VOCA unallowable personnel activities include: general administration, prevention, needs assessments, focus groups, lobbying, participation in multi-disciplinary meetings/task forces, protocol development, substance abuse treatment services, fundraising and services to inmates even if they are victimized as a result of their incarceration.

28. The Hatch Act prohibits a federal grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

29. The subgrantee agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

30. The subgrantee agency agrees to take reasonable steps to ensure access to VOCA funded services by persons with Limited English Proficiency (LEP) in compliance with DOJ regulations implementing Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq. (Title VI). See 28 CFR 42.104(b)(2) and Executive Order 13166, reprinted at 65 FR 50121 (August 16, 2000). See <http://www.ojp.usdoj.gov/ocr/lep.htm> for more info.

22. The subgrantee must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

### **Conditions Specific to the American Recovery and Reinvestment Act:**

31. Sec. 1605. Use of American Iron, Steel, and Manufactured Goods. (a) None of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States. (b) Subsection (a) shall not apply in any case or category of cases in which the head of the Federal department or agency involved finds that—

applying subsection (a) would be inconsistent with the public interest; iron, steel, and the relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or inclusion of iron, steel, and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

If the head of a Federal department or agency determines that it is necessary to waive the application of subsection (a) based on a finding under subsection (b), the head of the department or agency shall publish in the Federal Register a detailed written justification as to why the provision is being waived. This section shall be applied in a manner consistent with United States obligations under international agreements.

32. SEC. 1606. Notwithstanding any other provision of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code.

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Name and Title of Agency Head or Authorized Representative

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Signature

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Date

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Name and Title of Financial Officer or Grants Finance Manager

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Signature

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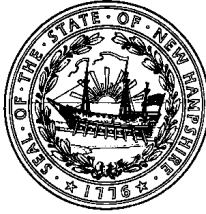
Date

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Name and Address of Agency

# APPENDIX E

DEPARTMENT OF JUSTICE  
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

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Name and Title of Head of Agency

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Signature

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Date

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Name and Address of Agency

# APPENDIX F

We do not require that an agency has a financial audit. However, if your agency does have an audit done, you must provide a copy of the agency's most recent financial audit (including any management letters) as part of this application package.

# APPENDIX G

## **NON PROFIT AGENCY APPLICATION ADDENDUM**

1. Detail all sources of Federal funding your agency receives that do not originate from this office. For each Federal grant include the Federal agency name, the Federal grant number and title, the name of the State agency administering the award, the State grant number, the amount of the award, and a description of how the funds are being utilized.

2. Detail all sources of State funding your agency receives. Do not include Federal funds administered by State agencies (these should be listed above). For each State source of funding include the agency name, the amount of the award, and a description of how the funds are being utilized.

3. Attach a copy of your most recent IRS Form 990, Return of Organization Exempt From Income Tax.

4. To the extent that your Form 990 indicates a large “Excess” (Line 18) in relation to “Total expenses” (Line 17), include a description of the reason(s) for the large “Excess” and any plans your agency may have to utilize “excess” revenues (new programs, program expansions, capital acquisitions, increasing reserves, etc.). Also, if your Form 990 indicates a high level of net assets (Line 21) in relation to total expenses (Line 17), please explain the nature of these assets (liquid assets such as savings versus less liquid assets such as trusts and real estate (unrestricted, temporarily restricted and permanently restricted assets)). If appropriate, please attach a copy of any long term strategy document the agency may have developed that addresses these issues.



# APPENDIX H

## ADDITIONAL REQUIRED INFORMATION

1. For this victim services program indicate:

a. Number of paid staff (full-time equivalents\*) \_\_\_\_\_

b. Number of volunteer staff (full-time equivalents\*) \_\_\_\_\_

**Note: Volunteer staff is required unless you receive a waiver from our office (waivers normally go to governmental and mental health agencies only).**

\* A full-time equivalent is usually about 2,000 hours/year (50 weeks x 40 hours). Example: 9,000 volunteer hours would be 4.5 FTE's (9000/2000).

2. Identify the victim types to be served through this VOCA-funded program (VOCA grant plus match) by checking the type of crime(s). Check all that apply:

a. \_\_\_\_\_ Child Physical Abuse

b. \_\_\_\_\_ Child Sexual Abuse

c. \_\_\_\_\_ DUI/DWI Crashes

d. \_\_\_\_\_ Domestic Violence

e. \_\_\_\_\_ Adult Sexual Assault

f. \_\_\_\_\_ Elder Abuse

g. \_\_\_\_\_ Adults Molested as Children

h. \_\_\_\_\_ Survivors of Homicide Victims

i. \_\_\_\_\_ Robbery

j. \_\_\_\_\_ Assault

k. \_\_\_\_\_ Other Violent Crime

l. \_\_\_\_\_ Other (specify): \_\_\_\_\_

3. Identify the services to be provided by this VOCA-funded program (VOCA grant plus match). Check all that apply. \* **Note: k. is a required service, must be checked.**

a. \_\_\_\_\_ Crisis Counseling

b. \_\_\_\_\_ Follow-up Contact

c. \_\_\_\_\_ Therapy

d. \_\_\_\_\_ Group Treatment

h. \_\_\_\_\_ Criminal Justice Support/Advocacy

i. \_\_\_\_\_ Emergency Financial Assistance

j. \_\_\_\_\_ Emergency Legal Advocacy

\* **k. \_\_\_\_\_ Assistance in Filing Victim's Compensation Claims**

e. \_\_\_\_\_ Crisis Hotline Counseling

f. \_\_\_\_\_ Shelter/Safe House

g. \_\_\_\_\_ Information&Referral (In Person)

l. \_\_\_\_\_ Personal Advocacy

m. \_\_\_\_\_ Telephone Contacts (info&referral)

n. \_\_\_\_\_ Other (specify): \_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION (Continued)**

4. Estimate the Federal VOCA grant dollars that will be used to serve victims in the priority and underserved victim categories listed below:

a. Child Abuse

1. Child Physical Abuse \$ \_\_\_\_\_  
2. Child Sexual Abuse \$ \_\_\_\_\_

- b. Domestic Violence \$ \_\_\_\_\_ excluding child or elder abuse

- c. Sexual Assault \$ \_\_\_\_\_ excluding child or elder abuse

d. Underserved:

1. DUI/DWI Crashes \$ \_\_\_\_\_  
3. Survivors of Homicide  
Victims \$ \_\_\_\_\_  
3. Assault \$ \_\_\_\_\_  
4. Adults Molested as Children \$ \_\_\_\_\_  
5. Elder Abuse \$ \_\_\_\_\_  
6. Robbery \$ \_\_\_\_\_  
7. Other Violent Crime \$ \_\_\_\_\_

5. Please provide the total amount of funding allocated to victim services based on your current fiscal year budget:

<u>Funding Sources</u>	<u>Current Year</u>
a. Federal (excluding VOCA)	\$ _____
b. These VOCA funds (excluding Match)	\$ _____
c. State	\$ _____
d. Local	\$ _____
e. Other	\$ _____

# APPENDIX I

**AGENCY BOARD OF DIRECTORS**  
**(Non Profit Agencies Only)**

Please provide the names, addresses, titles and salaries of trustees, officers, executive directors and/or other managing officers of your agency.

1. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

2. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

3. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

4. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

5. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

6. \_\_\_\_\_ \$ \_\_\_\_\_  
Name Title Salary

\_\_\_\_\_  
Address

Please add additional information if necessary on a separate sheet.

# APPENDIX J

## **APPLICATION CHECKLIST**

Please be sure that the following sections are completed and returned with your VOCA grant application. Please include a completed copy of this checklist in your application.



- \_\_\_\_\_ **COVER PAGE**
- \_\_\_\_\_ **APPLICATION NARRATIVE**
- \_\_\_\_\_ **BUDGET ITEMIZATION**
- \_\_\_\_\_ **BUDGET NARRATIVE**
- \_\_\_\_\_ **SIGNED PROGRAM GUIDELINES AND CONDITIONS**
- \_\_\_\_\_ **SIGNED CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION**
- \_\_\_\_\_ **AUDIT**
- \_\_\_\_\_ **NON PROFIT AGENCY APPLICATION ADDENDUM IRS 990 TAX FORM**
- \_\_\_\_\_ **ADDITIONAL REQUIRED INFORMATION**
- \_\_\_\_\_ **AGENCY BOARD OF DIRECTORS**
- \_\_\_\_\_ **APPLICATION CHECKLIST**

# APPENDIX K



## **VOCA SUBGRANT ADMINISTRATION/REPORTING REQUIREMENTS**

- There is a Cash and/or In-Kind match requirement of 25% of the Federal dollars.
- First time applications for VOCA funding must be for new programs and/or the expansion of existing programs and cannot be used to sustain existing program activities.
- Allowable personnel activities include direct services to victims, program outreach, the training of direct victim service providers that work for VOCA funded agencies and mental health services.
- Unallowable personnel activities to be paid for with VOCA funds include the hours spent on general administration, prevention, needs assessments, focus groups, lobbying, participation in multi-disciplinary meetings/task forces, protocol development, substance abuse treatment services, fundraising and services to inmates even if they are victimized as a result of their incarceration. If the position to be funded with VOCA dollars performs these activities, that percentage of time that the position spends on the unallowable activities should be excluded from the proposed budget. If the position spends 20% time on such activities, for example, the application should request only up to 80% of that person's salary.
- Only expenses and activities that have been approved in the subgrant application, and any subsequent approved grant adjustments, may be declared by the subgrantee agency as Federal and/or Match expenses. We understand that things may change and we welcome grant adjustment requests (via letter or email to the grant manager). Prior approval of grant adjustment requests is required before the requested change may be implemented.
- Subgrantee agencies must inform victims about the VOCA Compensation program; assist victims with their applications as needed; and properly report these efforts on their annual Performance Report.
- Subgrantee agencies must use volunteers unless receive a waiver from NH DOJ.
- Subgrantee agencies must provide services for free unless they receive a waiver from NH DOJ. Mental health agencies are eligible for waivers but sliding scale MUST START AT \$0. Program income to mental health agencies from sliding scale fees, insurance, etc. must be spent on program allowable activities and may be used as program match.
- Subgrantee agencies must keep time and attendance records and use them as a basis for billing the grant for any grant funded personnel that do not perform 100% VOCA allowable activities.
- Subgrantee agencies must file quarterly Expenditures Reports on a timely basis.
- Subgrantee agencies must file annual Performance Report and Civil Rights Form on a timely basis.
- Subgrantee agencies will be site monitored at least once every two years and are required to provide program and financial documentation upon request.